

[Date]

[Board Member Name]

[Address]

[City, State, Zip Code]

Dear [Board Member Name],

On behalf of the Executive Board of [Organization Name], I am writing to formally accept your resignation from your position as [Title/Role], effective [Last Date of Service].

We would like to express our sincere appreciation for your dedicated service and leadership during your tenure. Your contributions to [mention a specific project or achievement] have been invaluable to the success of this organization. Your insight and commitment will be greatly missed by your fellow board members and the staff.

We wish you the very best in all your future professional and personal endeavors. Please let us know if there is anything we can do to assist with the transition during your remaining time with us.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]